

Wyoming Chapter of ARMA  
Board Meeting  
Tuesday, October 19, 2010  
Wyoming State Archives Conference Room  
Barrett Building  
2301 Central Avenue  
Cheyenne, WY 82002

Please Note: These minutes are abridged.

Members present: Mary Burby, Donna Crock, Wendy Kinkade, Lisa Lane  
Debbie Leonard, Kathy Levasseur, Pat Newbern, Barbara Thomasee, Tim Tyler and  
Deanne Widauf.

Meeting called to order by President, Pat Newbern at 11:45 a.m.

Minutes of September 28, 2010 were amended. A motion was made to approve amended minutes by Donna Crock, seconded by Mary Burby. Motion passed.

The Treasurer's Report was presented by Deanne Widauf with amounts as follows:

Beginning checking balance of \$431.02, with expenses of 52.75 and deposits of \$2,475.00 for and ending balance of \$2,853.27. Beginning savings balances of \$17,922.03 minus expenditures of \$2,032.71 and deposits of \$70.88 for an ending balance of \$15,960.20. Note that the \$2000.00 was to help cover expenses of the October Archives History Month/ARMA Workshop.

Debbie Leonard discussed sending out the Wyoming Chapter of ARMA Scholarship letters via e-mail and mail in November for the Education report. Donna Crock related that she has updated the Scholarship information on the website.

Tim Tyler presented the Membership report stating that we have 31 current members and that he has contacted 3 individuals who are members of ARMA International but not members of the Wyoming Chapter to invite them to join us.

Wendy Kinkade and Kathy Levasseur presented the Programs report. We are set for our November program. It will be held at Uncle Charlie's on November 16<sup>th</sup> at 11:30 a.m.. Debb Roden, an Attorney in Cheyenne, will present a program about Wills and Trusts. Please e-mail your lunch selection to Wendy Kinkade at [wkinkade@cheyenneccity.org](mailto:wkinkade@cheyenneccity.org) before November 12<sup>th</sup>. Please see October Newsletter for the menu selection. Our December get together will be attending "A Christmas Carol" at the Atlas Theatre on Saturday December 4<sup>th</sup> at 7:30 p.m.. Please see the October Newsletter for the registration form for tickets. The Wyoming Chapter of ARMA will pay \$10.00 towards the member's ticket. Please have your ticket information mailed to the P.O. Box by November 2, 2010.

Wendy will check with Valley Construction and Restoration to see if we can tour their facilities for our January 2011 meeting. Donna Crock will check with Mike Crouch, Wyoming OCIO, to speak at our February 2011 meeting.

Current Business: The items that were purchased and donated to the 2011 ARMA International Convention Silent Auction to benefit the ARMA International Education Foundation have been mailed. Rich Wilson, will take those items that could not be mailed, with him to the conference.

Wyoming Archives Day Workshop has 64 people registered with a waiting list. Debbie Leonard and Donna Crock will pick up the food for the luncheon from Texas Roadhouse at 11:00 a.m. The chapter will have some expenses to incur to include utensils, water, creamer, sweetener and break items. SHRAB will reimburse the ARMA chapter for speaker fees.

Set up will be Tuesday evening, October 26, 2010 at 5:00 p.m. Please plan to help if you can.

Holiday Charities: Mary Burby did not have a report about CASA but will find out more information for us. Debbie Leonard did get information about Jeff Stewart who needs a lung transplant and needs a good portion of the money up front just to get on the donor list. A discussion followed to donate money to Jeff Stewart. Debbie Leonard made a motion to donate \$100.00 to Jeff Stewart, Tim Tyler seconded, motion passed. A donation was made to Jeff Stewarts website of \$100.00 to be used to get on the transplant list. The statewide charity will go to Lander this year. Pat Newbern will put this together.

Our next board meeting will be November 23, 2010 at WYDOT, second floor conference room at 11:30 a.m. See you there.

Meeting was adjourned at 12:45 p.m.

Respectfully submitted by  
Lisa Lane, Secretary